



## Administrative Policies and Procedures: 18.37

<b>Subject:</b>	<b>Determinate Commitment Manual</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	ACA 3-JTS-5I-07; 3-JTS-5I-08; 3-JTS-5I-10; DCS Practice Model Standards – 6-508B; 8-306
<b>Application:</b>	To All Department of Children's Services and Applicable Contract Agency Employees

### Policy Statement:

As provided in TCA § 37-1-137 (h)(2), each determinately committed youth adjudicated by the Juvenile Court to the Department of Children's Services for specified offenses (Class A felonies), shall be eligible to earn *Youth Commitment Reduction Credits* (YCRCs) for good behavior and/or for exhibiting satisfactory performance toward reducing the determinate commitment imposed.

### Purpose:

The ***Department of Children's Services Determinate Commitment Manual*** shall identify criteria and procedures to address specific matters relating only to determinately committed youth who are eligible for *Youth Commitment Reduction Credits* (YCRCs).

### Procedures:

<b>A. Determinate Commitment Manual</b>	<p>The operational procedures outlined in the <b><i>Determinate Commitment Manual</i></b> shall be:</p> <ol style="list-style-type: none"><li>1. Implemented by each YDC superintendent, family service worker, DCS group home supervisor and applicable contract service providers.</li><li>2. Made available to all staff involved with program development and supervision of determinately committed youth.<ol style="list-style-type: none"><li>a) One copy of the manual shall be maintained in each DCS facility and contract facility that has responsibility for determinately committed youth.</li><li>b) Training in the use of the manual shall be included in orientation of new employees.</li></ol></li></ol>
<b>B. Annual review</b>	<ol style="list-style-type: none"><li>1. The Executive Director of Juvenile Justice or his/her designee shall be responsible for maintaining and updating the manual. The manual is available</li></ol>

	<p>to all DCS staff and is located on the DCS Internet, "DCS Policies"; Chapter 18.</p> <p>2. The manual shall be reviewed and approved at least annually by the Commissioner of the Department of Children's Services or his/her designee.</p>
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<b>Forms:</b>	<p><b>CS-0004, Determinate Commitment Release Notification</b></p> <p><b>CS-0005, Facility Release Dates For Youth Sentence Reduction Credits Monthly Report</b></p> <p><b>CS-0006, Individual Youth Sentence Reduction Credits Monthly Report</b></p>
<b>Collateral documents:</b>	<p><b><i>Determinate Commitment Manual</i></b></p>